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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Procurement and Supply Office

DATE: JAN 16 1953

FROM : Chief, Supply Division

SUBJECT: Order-Invoice-Voucher Form

The attached forms and procedure represent a definite improvement in Procurement Documentation, which would be satisfactory to Supply Division provided the following factors were left flexible to the needs of this Agency.

a. This document and related procedure are limited to single delivery procurements. Authority to reproduce documents for multiple deliveries is necessary.

b. Limitation of number of copies, would have to be waived to meet requirements of this Agency, viz:

Two (2) copies for Warehouse and Property (Supply Division).

Two (2) copies for Fiscal and Audit.

Two (2) copies for Purchase Division.

One (1) copy for Vendor (Retained).

One (1) copy for Vendor's Invoice.

One (1) copy for Receiving Elements or Technical Offices (COMMO, Medical, TSS).

Above indicates a total of nine (9) copies. Procedure provides only seven (7) copies.

STATINTL

Attachments

PSO/NJO'D:pb (15 January 1953)

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